

## RECORDS RETENTION SCHEDULE

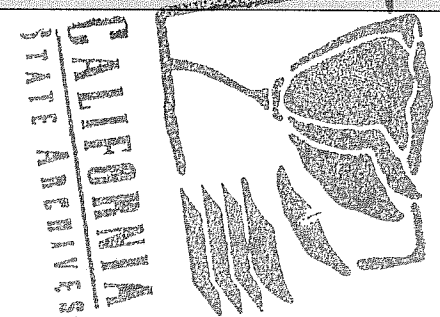
6C 28288

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Fish and Game		(2) AGENCY BILLING CODE 28699		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of Training and Development		(5) ADDRESS 1740 N. Market Blvd., Sacramento, CA 95834			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER FG 46-08	(10) SCHEDULE DATE 2/7/2008	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 16
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER FG-46	(14) APPROVAL NUMBER 93-197	(15) APPROVAL DATE (S) 8/12/93	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT : The mission of the Office of Training and Development is to provide Department of Fish and Game employees with the knowledge, skills, capabilities, and competencies to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend for their ecological value and for their use and enjoyment to the public.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Jose M. Seita</i>		(19) TITLE Training Manager		(20) PHONE NUMBER 916-928-8325 8333	(21) DATE SIGNED 2/7/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Janis Paular</i>		(23) CLASSIFICATION Staff Services Analyst		(24) NAME (Printed or Typed) Janis Paular	(25) PHONE NUMBER 916-445-5138
				(26) DATE SIGNED 2/13/2008	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 08 062		(29) DATE SIGNED 2/22/2008	(30) EXPIRATION DATE 2/22/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Boule</i>		(34) DATE SIGNED 3/12/08			

FOR ARCHIVES STAMP



08 062

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	4		Training Requests TR-290	P		Active +2	0	3	Active +5		Destroy after 5 years
2	10		Training Class Packets (enrollments & completions data; course evaluation forms)	P		Active +2	0	3	Active +5		Destroy after 5 years
3	2		Training Course Master Files; Training Course Resource Material.	P, M & CD		4	0	0	4		Documents retained for OTD-developed Mandatory Training classes only. Destroy in office after 4 years.

\* Provide total of office and departmental

(35) CalRIM APPROVAL NUMBER										(36) Page 3 of 3	
08 062											
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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			General Correspondence, Training Budget, Bills and Receipts, Policy Memorandums, SPB/DPA Regulations, DFG Departmental Memos (necessary for daily operation).	P							Old files destroyed in office. (This item not needed on retention schedule – all documents of this type kept in the office are non-originals and reference material only.)
			Employee Training Histories.	P							Old paper copies destroyed in office. (This item no longer needed on retention schedule – training histories now contained in an electronic database.)

DEPARTMENT OF FISH AND GAME  
HUMAN RESOURCES BRANCH  
October 2007

